



# CITY OF WILMINGTON

## REZONING PROCESS

- ❖ **Submit Application for Rezoning.** Application form can be found on the City of Wilmington website permits page: <https://wilmingtonoh.org/permits-and-applications/>
  - Must be submitted 15 days prior to Planning Commission meeting.
  - Planning Commission meets on the first Tuesday of the month. (Meeting dates and deadlines attached)
  - Applications and attachments can be submitted electronically to [publicservice@wilmingtonoh.org](mailto:publicservice@wilmingtonoh.org).
  
- ❖ **Items Required for Initial Application:**
  - Current Zoning Designation (Contact City Building/Zoning Dept for Assistance)
  - Requested Zoning Designation (Contact City Building/Zoning Dept for Assistance)
  - Full legal description of property
  - Plat/survey map of property
  - Proposed use of site
  - Adjacent property owners' names and mailing addresses (Contact County auditor for assistance)
  
- ❖ **Planning Commission Review**
  - Application is reviewed by Planning Commission. If approved, the board will make a positive recommendation to City Council for rezoning.
  - Application transferred to Clerk of Council and legislation is prepared to rezone the property.
  
- ❖ **City Council Review**
  - Public notice of rezoning. Notice is advertised in local newspaper and sent to adjacent property owners 30 days prior to council review.
  - Applicant is responsible for costs of public hearing notice and mailing
  - City Council holds public hearing and reviews the rezoning legislation. City Council meets on the first and third Thursdays of each month. The rezoning legislation must undergo three readings. This can happen one of three ways, depending on City Council's preference:
    - One reading over the course of three separate meetings;
    - One reading at the first meeting, and two readings at a second meeting;
    - Three readings in a single meeting.
  
- ❖ **Process Timeframe**
  - Planning Commission 15-30 days
  - City Council Public Notice preparation, mailing, and notification period 45 day minimum
  - City Council legislative readings 1 – 45 days
  - Standard amount of time before legislation becomes effective by law (if not created as emergency legislation) – 30 days
  - Total timeframe for rezoning
    - Minimum: 60 days (2 months)
    - Typical: 90-120 days (3 - 4 months)